C2C – June 2010

A few quick tips for writing grants:

1.  Follow the grant guidelines **absolutely precisely**.  Do **exactly** what is required, no more, no less.  Do not go over page or word limits.

2.  Meet all deadlines; allow time for mail (if applicable) or problems that could cause a delay.

3.  Write concisely, but do give specific details that give the funder a clear picture of what you plan to do.  Omit needless words.  Avoid making judgments; do support ideas with facts or data.

4.  Format professionally all materials that are submitted.  Use school letterhead for cover letter (if appropriate), and do not use your home address (unless the grant is specifically for individuals).

5.  If the guidelines do not give a precise outline to follow, it is a good idea to explain:

1. The need or problem your project will address (WHY);
2. What you propose to do to address the need (WHAT);
3. How you will put your plan to action (HOW);
4. Who will do the work, & what capacity, expertise, or experience the doers have (WHO);
5. The outcomes or "deliverables" (OUTCOMES);
6. Your timeframe (TIME)
7. An itemized budget with total requested amount & any in-kind or additional support (MONEY).

There are many formulae for writing a good grant…

6.  When presenting your budget, don't round if you can calculate precise expenses.  It's okay to round if an expense can only be estimated, ie. miscellaneous supplies.   Follow requirements of the guidelines.

Finally:  Begin the process by drafting a ONE (not more than two!) page "Discussion Paper" that includes a brief statement of the points above and a rough budget. Determining a rough idea of how much you will need early on will help you identify which funders to pursue.

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Lee, Annette, Ralph, and others who have written grants – please add to or modify these tips…this is just to get us started.